

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1   15	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 06-Mar-2003		4. REQUISITION/PURCHASE REQ. NO. SYSAR3RA005		5. PROJECT NO.(If applicable)	
6. ISSUED BY DEFENSE FINANCE AND ACCOUNTING SERVICE ACQUISITION SERVICES BUILDING CM3, ROOM 905 1931 JEFFERSON DAVIS HWY ARLINGTON VA 22240-5291		CODE HQ0421		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X 9A. AMENDMENT OF SOLICITATION NO. MDA220-03-T-0012			
				X 9B. DATED (SEE ITEM 11) 26-Feb-2003			
				10A. MOD. OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) See Attached							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SIMONE JACKSON / CONTRACTING OFFICER			
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY <u>Simone Jackson</u> (Signature of Contracting Officer)		16C. DATE SIGNED 06-Mar-2003	

EXCEPTION TO SF 30  
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

## Changes in Section SF 30

1. The purpose of this amendment is to modify the Statement of Work (SOW), provide additional information about the requirement and resultant order, modify the instructions for submission of quotes, and delete in its entirety, the DCAS Evaluation Criteria from the RFQ.
2. The modified SOW is attached. Changes were made to the SOW title, paragraphs 4, 8, 9, 11, and 12. Paragraph 3 was added to Part 2.
3. Section L (Instructions, Conditions, and Notices) is replaced in its entirety. The replacement language explains that DFAS is considering quotes in order decide which GSA schedule contractor will receive an order. That decisional process is being conducted under FAR Part 8 ordering procedures instead of FAR Part 15 techniques and procedures for contracting by negotiation
4. Offerors should submit an email statement to Simone Jackson, Contracting Officer, at [simone.jackson@dfas.mil](mailto:simone.jackson@dfas.mil) with their intent to submit a quote by March 10, 2003. Four copies of your quote should then be mailed to the address below and received by 3:30pm on March 13, 2003. Any questions should be directed to the Contracting Officer by email or at (703) 607-2845.  
  
DFAS-HQ/ASD  
ATTN: Simone Jackson  
Crystal Mall 3, Room 905  
1931 Jefferson Davis Highway  
Arlington, VA 22240
5. All other terms and conditions remain unchanged.

## Section L – Information, Notices and Conditions

1. **Information About Ordering Process and Consideration of Quotes:** This RFQ seeks quotations for a requirement that has been set aside for small businesses that hold General Services Administration (GSA) Group 70 Information Technology Schedule contracts. The requirement is to support the DCAS Program Management Office in areas described in the statement of work. DFAS is not requiring eligible contractors to submit detailed cost or technical proposals in order for them to be considered, and is not using detailed or weighted evaluation factors when considering quotations for the purpose of identifying the contractor to which DFAS will extend an offer by placing a GSA contract order. Interested GSA schedule contractors are reminded that an RFQ is not a request for proposals and that a quote is not an offer that the Government accepts or awards.
2. **Basis for Selection:** The Contracting Officer will select a small business GSA FSS 70 contractor whose services represent best value to the Government. In making the best value determination, the contracting officer may consider information provided in any quote submitted, as well as information in GSA FSS 70 contractors' catalogues, published price-lists and web-sites. In determining best value, the contracting officer may consider matters such as those set forth in FAR 8.404(b)(2), which include features of the service required for effective program performance, past performance, and price, and any information provided within the quotation. The Contracting Officer is not requiring detailed technical quotes or proposals and is not mandating and will not use specific or predetermined evaluation criteria. However, the Government is interested in learning about how the contractor would provide services described in the statement of work, as well as other matters described in the next paragraph. This competition is not being conducted using FAR Part 15 procedures, and thus, the contracting officer is permitted to have substantive communications with individual contractors about their quotes without becoming subject to the policies and procedures of FAR Part 15 and without engaging in "discussions" or "negotiations" under FAR Part 15. With respect to Price, the Government has an estimate of the types of labor categories and the annual number of hours it expects to require for the base and option years of the order. In order to arrive at Price, the Contracting Officer will apply those estimates against the applicable rates and categories identified in quotes submitted, and thus will determine the T&M ceiling for the order extended to the selected contractor.
3. **Pricing:** Provide pricing for a base year and up to four option years. Labor category descriptions and nomenclature vary among different GSA schedule contractors. Thus, contractors are encouraged to identify within their quotes the skill sets or the experience levels represented by the labor categories they expect to utilize to perform the type of work called for in the statement of work. The Contracting Officer will utilize the categories the Government deems applicable in preparing a T&M order to be placed with the successful contractor. Contractors are encouraged to identify in their quotes GSA Schedule On-Site and Off-Site, if any, rates for the various performance locations identified in the work statement.

4. Quotation Content: The Government is not establishing mandatory requirements or limits for the length or content of quotations. However, there are a number of matters it would like to consider and that the contractor may want to address within their quotes. These include: your knowledge of or experience with the Defense Cash Accountability System (DCAS), as well as the Defense Finance and Accounting Service (DFAS), its finance and accounting networks; your knowledge of or experience with DoD and DFAS Regulations and Procedures related to Information Technology, Systems, and Financial Management; your knowledge of or experience with Treasury Reporting processes (i.e., fund balances to Treasury and Treasury Reporting); your knowledge of or experience with Federal Financial Management Requirements (FFMR); and information about any managerial, corporate, or other experience with government accounting systems. DFAS intends to consider past performance and encourages contractors to identify past performance information relevant to DCAS (optimally to include applicable contract numbers and point-of-contact information). Contractors are encouraged to identify any Statement of Work sites at which they would need personnel in travel status in order to be able to perform services. Contractors are encouraged to include within their quotes, resumes of personnel they deem key to this effort, as well as resumes of other personnel if they should desire. **The matters listed above are not mandatory in order to be selected.** The Government is not seeking detailed quotes and requests that quotes not exceed 20 pages in length, exclusive of pricing information and resumes (the Government has found that 2-page resumes are fully adequate).

**REVISED STATEMENT OF WORK**  
**Defense Cash Accountability System**  
**Implementation Assistance for Phases 2-5**

**PART 1 – BASIC STATEMENT OF WORK.**

**1.0 BACKGROUND:** With the enactment of the Chief Financial Officers (CFO) Act, Congress called for the production of financial statements that fully disclose a federal entity's financial position and results of operations. The Defense Finance and Accounting Service (DFAS) has launched several migration systems initiatives including the Defense Cash Accountability System (DCAS). DCAS will correct existing cash accountability deficiencies, implement internal controls and financial reforms. In addition, DCAS will greatly improve the timeliness, accuracy, and accessibility of transactions and reports to customers and stakeholders. DCAS is being developed and implemented in Phases. DCAS Phase 1, Cross-Disbursements, is complete. Phase 2, Treasury Reporting for the Cleveland/Kansas City networks is currently in parallel testing. Phase 3, Reconciliation for the Cleveland/Kansas City networks is currently at the requirements definition stage, Phase 4, Treasury Reporting/Reconciliation for the Indianapolis and Columbus networks, and Phase 5, Treasury Reporting/Reconciliation for the Denver network is in the requirement analysis stage. As with any development, program phasing could change to meet emerging needs.

**2.0 OBJECTIVE:** The objective of this Statement of Work (SOW) is to utilize contractor support in identifying cash accountability processes and procedures in order to generate applicable requirements, and to support validation of the design, development and implementation of a DoD cash accountability system. Contract support is required to insure that DCAS is developed in compliance with the CFO Act, DoD and DFAS Regulations and Procedures.

**3.0 SCOPE:** DFAS will require contractor support for the requirement analysis, design, development and implementation of :

- DCAS Phase 2 – Treasury Reporting (Cleveland/Kansas City);
- DCAS Phase 3 – Reconciliation and Elimination of Financial Reporting System (FRS) (Cleveland/Kansas City);
- DCAS Phase 4 – Treasury Reporting/Reconciliation (Indianapolis/Columbus); and
- DCAS Phase 5 – Treasury Reporting/Reconciliation (Denver)

**This tasking may require the contractor to work in conjunction with the current incumbent contractor for a transition period defined by government at time of award.**

**DCAS Phase 2 – Treasury Reporting**

Contractor support is required to assist the Government Team by providing functional requirements analysis, design review and testing support for DCAS Phase 2, Reconciliation for the Cleveland and Kansas City networks. Contractor support is required in the following major areas:

- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers)
- Research and analysis of balances not reconciled
- Finalizing implementation of Phase 2

### **DCAS Phase 3 – DCAS for Reconciliation**

Contractor support is required to assist the Government Team by providing functional requirements analysis, and design review, and testing support for DCAS Phase 3, Reconciliation. Contractor support is required in the following major areas:

- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers); and posted to various accounting systems.
- Research and analysis of balances not reconciled.
- Reconciliation and Elimination of Financial Reporting System (FRS) (Cleveland/Kansas City).

### **DCAS Phase 4 – DCAS for Army and Defense Agencies (DFAS-Indianapolis, DFAS-Columbus)**

DCAS Phase 4 will build upon Phase 2 and 3, adding DFAS-Indianapolis unique functionality that is needed to implement Treasury Reporting/Reconciliation of Army and other Defense Agencies cash transactions. Contractor support is required to assist the Government Team by providing functional requirements analysis, and design review support for DCAS Phase 4 Treasury Reporting/Reconciliation for the Indianapolis network. The contractor will assist the Government Team in developing functional requirements in the following major areas:

- Reporting to Treasury
- Distribution of Cash Transaction Details to DoD Field-Level Accounting Network
- Generation of Cash Accountability Data Needed for Departmental and Intermediate-Level Accounting
- Generation of Cash Accountability Data Needed by Top-Level DoD Financial Managers
- Reporting of “by DoD for Other Federal Agency” Transactions to Affected Agencies
- Monitoring and Control of Unsupported Cross-Disbursements
- Monitoring and Control of Cash-Related Clearing and Suspense Accounts
- Provision of Transaction Details to Downstream DFAS-Indianapolis Legacy Systems

- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers); and posted to various accounting systems.
- Research and analysis of balances not reconciled.

### **DCAS Phase 5 – DCAS for Air Force (DFAS-Denver)**

DCAS Phase 5 will build upon Phase 2, 3 and 4, adding DFAS-Denver unique functionality that is needed to implement Treasury Reporting/Reconciliation of Air Force cash transactions. Contractor support is required to assist the Government Team by providing functional requirements analysis, and design review support for DFAS Phase 5 Treasury Reporting/Reconciliation for the Denver network. The contractor will assist the Government Team in developing functional requirements in the following major areas:

- Reporting to Treasury
- Distribution of Cash Transaction Details to DoD Field-Level Accounting Network
- Generation of Cash Accountability Data Needed for Departmental and Intermediate-Level Accounting
- Generation of Cash Accountability Data Needed by Top-Level DoD Financial Managers
- Reporting of “by DoD for Other Federal Agency” Transactions to Affected Agencies
- Monitoring and Control of Unsupported Cross-Disbursements
- Monitoring and Control of Cash-Related Clearing and Suspense Accounts
- Provision of Transaction Details to Downstream DFAS-Denver Legacy Systems
- Reconciliation of balances held by Treasury and the various reporting levels (i.e., accounting stations, disbursing stations, and accounting centers); and posted to various accounting systems.
- Research and analysis of balances not reconciled.

**3.1 GENERAL TASKS:** The initial focus will be to assist with the continuing definition and documentation of the functional design requirements for Phase 2 and assistance with development of the Master Requirements Document and other related documents. The contractor shall provide direct assistance in developing the requirements and supporting design and development for subsequent Phases of DCAS. The contractor shall participate in site visits, discussions with DFAS Center personnel, and participation in team workshops.

#### **3.1.1 Work-Flow Analysis**

##### **3.1.1.1 Phase 2 Reconciliation Work-Flow Analysis**

3.1.1.1.1 The contractor shall verify that the re-engineered reconciliation business processes approved for implementation are accurately incorporated into the system design.

##### **3.1.1.2 Phases 3, 4 and 5 Work-Flow Analysis**

3.1.1.2.1 The contractor shall provide analysis and review documentation of current DFAS Denver and Indianapolis Centers (AS-IS) business processes applicable to Treasury Reporting.



3.1.1.2.2 The contractor shall assist in obtaining organizational feedback, analyzing it, and recommending program changes.

3.1.1.2.3 The contractor shall provide recommendations to improve the current business processes.

3.1.1.2.4 The contractor shall ensure that the re-engineered Treasury Reporting business processes approved for implementation are accurately incorporated into the system design.

### **3.1.2 DCAS Requirements Analysis**

#### **3.1.2.1 Phases 3, 4 and 5 Requirements Analysis**

Work will include identification of detailed functional requirements for Phases 3, 4 and 5.

3.1.2.1.1 The contractor shall participate in Joint Requirements Process (JRP) and Joint Architectural Discussion (JAD) and development and implementation reviews and provide analysis of the meetings, identify issues and prepare and propose solutions to the government.

3.1.2.1.2 The contractor shall review and provide input to program documentation as requested.

3.1.2.1.3 The contractor shall review program documentation to identify and track the implementation of design, development and performance requirements. The contractor shall identify areas where the document fails to satisfy requirements, and provide recommendations for corrective actions. The contractor shall review such documents as the Phase 2 Operational Requirements Document (ORD), Test and Evaluation Master Plan (TEMP) and the Master Requirements Document (MRD).

3.1.2.1.4 The contractor shall support development of screen layouts, assist in design, and coordinate with users in the development of screens and reports.

3.1.2.1.5 The contractor shall, along with the DCAS development team, define and generate detailed functional requirements.

3.1.2.1.6 The contractor shall provide continued maintenance of the Project Specific Element record layout for DCAS Phases.

3.1.2.1.7 Reviews and analysis at DFAS Centers and other sites shall be performed as requested to meet the objectives of the tasking.

#### **3.1.3 Phases 3, 4 and 5 Program and Project Support**

The contractor shall collect, collate and analyze information/data, conduct assessments of information/data and provide resulting recommendations to the Program Manager regarding the capability to and/or progress toward meeting the program's mission and objectives. Program management support may include, but is not limited to the following tasks:

3.1.3.1 Meetings will be held among DFAS-HQ and the contractor representatives to discuss any contract management issues. The contractor shall participate actively in those meetings if requested and coordinate and host as necessary.

3.1.3.2 The contractor shall identify any issues affecting development of deliverables, and provide recommendations/resolutions.

3.1.3.3 The contractor shall attend meetings with Government personnel, take minutes, and maintain records of the meetings; document discussions and decisions; capture action items; summarize issues, risks, alternatives and potential impacts, and prepare trip reports summarizing observations and recommendations.

- 3.1.3.4 The contractor shall disseminate meeting minutes per DCAS program manager or his/her designee's direction and produce updates from comments received.
- 3.1.3.5 The contractor shall participate in Integrated Product Team (IPTs) and working groups.
- 3.1.3.6 The contractor shall provide administrative support and respond to request for information in preparation for program reviews as well as other conferences and meetings.
- 3.1.3.7 The contractor shall gather, analyze, and provide data from a variety of sources in preparation for reviews/meetings.
- 3.1.3.8 The contractor shall produce data in the form of various exhibits, reports, letters, schedules, studies, charts, and viewgraphs and, as electronic data.
- 3.1.3.9 The contractor shall provide contract data to include status and schedule of current and future tasking, impediments to task completion, and status of contract dollars.

### **3.1.4 System Integration Support**

The Contractor shall assist the DCAS Program Manager in the development of Memorandums of Understanding (MOU) between programs, and other agencies/activities. The contractor shall analyze joint program plans and reports, evaluate consistency and interoperability, identify opportunities to improve or enhance the system development process, and conduct risk assessments. The contractor shall assist in the preparation of point papers or issue papers on integration issues and provide an assessment of the issue including any impacts to current planning. This effort will require liaison with various fields and headquarters organizations. The contractor may, but is not limited to:

- 3.1.4.1. Analyze program documents (e.g. ORDs, TEMPS, & Plans of Action and Milestones (POAMs)) for trends, variance, and compliance with approved integration objectives.
- 3.1.4.2. Review and evaluate proposed interfaces and describe any shortcomings and constraints.

### **3.1.5 Technology Implementation Support**

The Contractor shall provide technology implementation and support to improve communication through accurate and timely access to Program specific information. This support may include, but is not limited to the following tasks:

- 3.1.5.1 The contractor shall design WEB pages, draft material for release through the Internet and maintain information available on the Internet.

- 4.0 PLACE OF PERFORMANCE:** Work will be performed at contractor or government sites. Locations will be at the discretion of the DCAS PM. Government sites include DFAS Arlington, DFAS Pensacola, DFAS Indianapolis, DFAS Denver, DFAS Centralized Sites, and other DFAS locations.

**5.0 PERIOD OF PERFORMANCE:** The period of performance will be one year from time of award for a base plus four option years.

**6.0 DELIVERABLES/DELIVERY SCHEDULE:** The contractor shall provide deliverables as described below.

**6.1 Contract Monthly Summary Report.** Contractor shall provide a summary monthly status report to the Contracting Officer and the Contracting Officer's Representative (COR). This report shall reflect the total expenditures against the contract for the fiscal year. The report shall break the data out to reflect expenditures for each Contract Line Item Number (CLIN) by dollars and/or hours. It shall also reflect detailed travel costs broken down by trip. This deliverable is due no later than the 10<sup>th</sup> day of each month.

**6.2 Team Monthly Summary Report.** Contractor shall provide a summary monthly status report to the Contracting Officer, the COR, and the designated Team Lead on each task order. This report shall reflect the total expenditures against the task order. The report shall break the data out to reflect expenditures for each CLIN by dollars and/or hours within each labor category for the current month and total to date for the task order. It shall also reflect detailed travel costs broken down by trip for the task order. These reports shall also include information pertaining to adherence to the task order timeframe projection, problems encountered, and recommended deviations from plans. Due no later than (NLT) the 10<sup>th</sup> day of each month.

**6.3 Business Processes Analysis Report** as tasked in paragraphs 3.1.1.1.1, 3.1.1.2.1, 3.1.1.2.2, 3.1.1.2.3, and 3.1.1.2.4. Due NLT 10 working days after Center visit or relevant Government meeting.

**6.4 System Analysis Report** as tasked in paragraphs 3.1.1.2.4 and 3.1.2.1.7. Due NLT 10 working days after system design review(s).

**6.5 System Review Report** as tasked in paragraphs 3.1.2.1.1 and 3.1.2.1.7. Due NLT 10 working days after system review.

**6.6 Documentation comments and recommendations** as tasked in paragraph 3.1.2.1.2. Due as directed.

**6.7 Documentation Analysis Reports** as tasked in paragraph 3.1.2.1.3. Due as directed.

**6.8 System Improvement Recommendations** as tasked in paragraph 3.1.2.1.4. Due as directed.

**6.9 Functional Requirements** as tasked in paragraph 3.1.2.1.5. Due as directed.

**6.10 Revisions of the Project Specific Elements record layout** as tasked in paragraph 3.1.2.1.6. Due as directed.

## **6.11 Contract data.**

**6.11.1** Monthly status reports including detailed list of tasks accomplished during the month, progress of deliverables, work planned for the following month, problem areas and proposed personnel changes as tasked in paragraphs 3.1.3.2 and 3.1.3.9. Due NLT the 10th business day of the following month.

## **6.12 Management data**

**6.12.1** Meeting minutes as tasked in paragraph 3.1.3.3. Due NLT 5 working days after meeting.

**6.12.2** Meeting summary and action reports as tasked in paragraph 3.1.3.3. Reports should include the purpose of the meeting and any decisions reached. In addition, the report should detail any specific action items, assigned action officer(s), and targeted completion dates. The meeting summary shall capture issues, resolutions and any recommendations. Meeting summary shall be submitted to the DCAS PMO and disseminated as directed by Government. Due NLT 5 working days after meeting.

**6.12.3** Meeting support data in various formats as tasked in paragraphs 3.1.3.7 and 3.1.3.8. Due as directed.

**6.12.4** Updated listing of tasks, issues and resolutions formats as tasked in paragraph 3.1.3.4. Due NLT 5 working days after receipt of comments or as directed.

## **7.0 SECURITY:**

### **7.1 Security and Privacy Act Requirements.**

All work-performed relative to the tasks identified in the SOW are unclassified or carry a Privacy Act Classification. System security shall be in accordance with DoD directive 5200.28, Security Requirements for AIS.

### **7.2 Security Investigation Requirements.**

No classified work will be required. However, the contractor will be working with sensitive information which is covered by the Privacy Act and which is category ADP/AIS II. Contractor must ensure sensitive (privacy act) information is properly safeguarded at the work-site and not removed from the work site. Also, the contractor will be required to comply with the security requirements associated with access to the DFAS enterprise network. This requires individuals who perform duties at the ADP/AIS II category to have a favorable determination of requisite investigation IAW the specifications of the DoD Personnel Security Program as provided for in the DoD 5200.2-R. If declared, the contractor may be requested to undergo a higher level of investigation. The NAC includes the following:

- Standard Form 85P - Questionnaire for Public Trust Positions
- FD 258 - Finger Print Card

All contractor personnel requiring access to the DFAS systems will complete a National Agency Check (NAC). The SF 85P will be completed using the Electronic Personnel Security Questionnaire (EPSQ). EPSQs are available for downloading on the Defense Security Service (DSS) Web Site at [www.dss.mil/epsq](http://www.dss.mil/epsq). Completed EPSQs, to include a copy on a disk and a signed hard copy, will be provided to the Contract Officer's Representative (COR) or Government Point of Contact (GPOC) elsewhere named in this award. All 85Ps must be accompanied with a copy of the contractor's birth certificate for citizenship verification. Foreign Nationals must submit appropriate documentation from the Immigration and Naturalization Service (INS). Employment of non-US citizens requires a fully completed and favorably adjudicated background investigation prior to beginning DFAS work. The COR/GPOC will notify the contractor when contractor employees have been approved for access to the facility. The NACs should be completed before the contractor employee begins work. However, on an exception basis and if an emergency situation exists, a US citizen contractor employee may begin once the NAC has been reviewed, initiated, and there is no derogatory information and the COR/GPOC obtains contractor badges. Those US citizen contractors needed to begin work prior to receipt of a favorable NAC must have a waiver of pre-appointment investigative requirements approved by the proponent Business Line Executive, Client Executive, or Corporate Director. All contractor employees must receive a favorable NAC. Unfavorable NAC findings will require individual determinations by the appropriate DFAS Center security office prior to allowing contractor employee access to the facility.

Investigative requirements for contractors will be in accordance with DOD Directive 5200.2-R, "DOD Personnel Security Program"

([http://www.dtic.mil/whs/directives/corres/pdf/52002r\\_0187/p52002r.pdf](http://www.dtic.mil/whs/directives/corres/pdf/52002r_0187/p52002r.pdf)). The Contractor shall comply with all applicable Federal DOD security regulations and procedures during the performance of this Statement of Work as referenced in FAR Clause 52.204-2, Security Requirements (<http://www.arnet.gov/far/>). The contractor shall comply with all applicable Government security regulations and procedures contained in DoD Directive 8500.1, Information Assurance (IA) (<http://www.dtic.mil/whs/directives/corres/dis2.html>) and Defense Information System Agency (DISA) Instruction 630-230-19 (at Appendix A). Employees shall protect password, access codes, privacy data, and other data required in the performance of this SOW. DISA provides hardware and other support to the DoD. All employees and contractors must comply with DISA policies and procedures which protect DoD hardware, software and data.

Contractors shall comply with applicable standards contained in Part B, Chapter 9 of DFAS 8000.1-R. Specifically, Contractors performing duties in a DFAS facility may be provided DFAS owned personal computers, laptops, printers, and other peripheral equipment. Contracts may also require that the contractor provide personal computers, laptops, printers, and other peripheral equipment for use on the ELAN. If the contract specifies that the contractor is responsible for providing its employees with personal computers, laptops, printers, and other peripheral equipment, these devices must have ELAN connection approval in writing from the Infrastructure Services Organization, Director of Infrastructure Management. Approval for connection to the ELAN is contingent on the requirements outlined in Part B, Chapter 9, DFAS 8000.1-R. An excerpt is provided at Appendix B.

**8.0 GOVERNMENT FURNISHED PROPERTY:** The Government may provide office and computer resource requirements for this task. This may include office space, personal computers or laptop computers with docking stations, desks, and access to telephones and office supplies. Determination will be made on a case by case basis. Government will control laptops for work performed off-site whether the laptops are government or contractor resources (IAW DFAS 8000.1R , Part B, Chapter 9).

**9.0 TRAVEL:** Advance authorization from the designated contracting officer representative is required before travel under this contract. Travel expense reimbursement is limited to reimbursements authorized by the DOD Joint Travel Regulations.

**10.0 INSPECTION AND ACCEPTANCE CRITERIA:** All deliverables identified in Paragraph 6.0 shall be in compliance with identified tasks. Deliverables shall be provided for review and acceptance to DCAS Program Manager (PM) and to the Contractor Officer Representative (COR), if the COR and the PM are not the same. The COR shall be designated at time of award.

**11.0 KEY PERSONNEL:** The DCAS PM has the right to approve all key personnel and all key personnel replacements during period of performance. The DCAS PM shall have the right to require substitution of individual personnel assigned to the contract.

**12.0 RESUME:** Resumes are required on all personnel. Resumes will be limited to two pages. The DCAS PM shall have the right to require the contractor to replace personnel who do not have an adequate level of experience.

**13.0 POINTS OF CONTACT:**

Ms. Aleena Hampton, DFAS HQ DSMC (DCAS Program Management Office), (703) 607-0170  
Ms. Delores Kelly, DFAS HQ DSMC (DCAS Program Management Office), (703) 607-0359

## **PART 2 - GENERAL REQUIREMENTS AND PROVISIONS**

1. **Administration:** This Statement of Work in no way transfers any inherently Government functions to the contractor. This order will be administered to ensure that basic decision making in the areas of policy and procedures; assignment and evaluation of organizational responsibilities; establishment of performance goals; priorities and schedules; program planning, budgeting, and fund allocation; source selection; and, program review and analysis are performed by the Government.

2. **Responsibilities of Contractor:** The contractor is solely responsible for the control and supervision of its personnel. In particular the contractor is responsible for assuring that in the coverage of assigned tasks, functional areas are comprehensive and coordinated with minimal overlap.

3. **Scheduling of Work:**

This GSA schedule contract delivery order is placed on a Time-and-Materials (T&M) basis because the magnitude of the effort is unknown at the time of placement of the order and will vary continually. The T&M clause in the GSA contract and the labor hour and price ceilings in the order are applicable. The COR will meet with the contractor on mutually agreed periodic basis to schedule tasks and plan for the type of and magnitude of effort to be provided by the contractor to accomplish those tasks. During performance, contractor may need to increase or decrease staff assigned to this contract.

4. **Hourly Rates.** Services shall be performed and invoiced at hourly rates set forth within the order, or at the contractor's GSA schedule contract hourly rates applicable at the time services are performed, whichever are lower.

5. **Options.** The Government may extend the term of this contract/order by written notice to the Contractor at any time prior to expiration, provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 days before the contract/order expires. The preliminary notice does not commit the Government to an extension.